

Minutes of the meeting of the Steeple Aston Parish Council held on Monday 15th April

2013 at 7.30 pm in the Village Hall Committee Room

Present: -Mrs Mason, Mr Preston, Mr Kewley, Mrs Trinder, Cllr Jelf, Mrs Whybrew, Mr. Walton, Mr. Kohn, Mr. Kilby

In attendance: Cathy Fleet (Clerk)**Apologies** were received from Mr. Ferguson, Mr. Coley, Cllr Kerford-Byrnes, Cllr Macnamara

Declarations of Interest : Mrs Mason declared an interest in the Village Hall and Sport & Rec and Mr. Preston declared an interest in the Village Hall.

Minutes of the last meeting held on 18th March 2013 were read and it was **RESOLVED** to accept these as a true record of the meeting and they were signed by the Chair.

There was a presentation to Ryan Kilby of a Certificate of Achievement for attending the ROSPA Playground Maintenance course. Thanks were expressed to him for his continued good work and enthusiasm

Ray Jelf was presented with a small gift in recognition of his long association with SAPC as County Councillor

04.13.01 - Allotments - This item had been moved up the Agenda to accommodate members of the public present . A meeting had taken place on 13th April between the members of the Allotments Committee and SAPC on site. Peter Kohn was the spokesman for the Allotments committee present at this meeting although he was not present at the site meeting. Mr. Kohn thanked the PC for their input in obtaining the lease and supporting the Allotments Committee by assisting in laying on water, rabbit fencing the boundaries and providing a skip, but said that some members of the committee were disappointed at the outcome of the site meeting on 13th April. He read out a letter from the committee which expressed their views saying that they were 'surprised' and 'disappointed' at the tone of the meeting, felt that the PC were unrealistic in their expectations and requested that, in order to meet the parish council's requirements, they would like the PC to fully fund another skip. At the site meeting the PC had encouraged the allotments committee to clear the area at the bottom of the site before the nettles grew again and made the work impossible (the PC had already paid for the felling of dead and damaged trees) The allotments committee had said that this was in hand and they plan to use it as a communal area. The PC were also concerned about the unkept appearance of some of the plots and amount of debris remaining on the allotment adjacent to the wall behind the cottage on Fir Lane and were assured that this would be cleared in the fullness of time. The PC pointed out that they have a responsibility to the diocese for adherence to the terms of the lease, as the Allotment holders have to their tenancy agreement, and whilst not wishing to appear heavy handed, a middle way must be found for the Allotments committee and the PC to work together. The Allotment Committee felt that a good deal of work had been done, the winter weather had made things difficult and that, as allotmenters were busy people more time was necessary before the allotments could reach the standard the PC seemed to be expecting. It was pointed out that individuals worked their allotments differently and some did not wish to keep them to as high a standard as others.

Mr. Preston proposed that the PC fund 50% of the cost of another skip, seconded by Mrs Mason and Mr. Kohn will evaluate the amount of rubbish needing to be cleared and report back. It was agreed that a representative from the PC would attend the Allotments AGM on 17th April.

04.13.02 Public Participation : Ryan wished to discuss matters regarding the play area which are covered later in these minutes. Julia Whybrew passed over a cheque for £50 from the Film Club for the Sycamore fund.

04.13.03 Clerk's Report

Heyford Road manhole 344786
sewage leaking Heyford Road/Dickredge ref 344995

General state of Heyford Road Ref 342260
Potholes Fir Lane Ref 569509
Shredder purchased
Roses & saplings - Bob Staig submitted to quote - he is currently away but will carry out work asap £80
Lawrence Field Hedge - Bob Staig asked to quote £80
Fenway flood - ref 346820 reported again

04.13.04 Matters Arising

Grange park white lines - Mrs Mason had written to Mike Ruse asking why the PC had not been informed of the intention to place white lines in Grange Park but has had no reply

Brambles in Pocket Park - Clerk had asked Bob Staig to quote - has had correspondence but no quote as yet . Clerk to chase **ACTION : CLERK**

Mrs Mason had responded to the Footpath clearing group who responded by saying that OCC obtained landowners permission for them and that re: Beeches path, they will keep us updated

04.13.05 Highways/Footpaths -

Grass cutting should commence at the end of this week. Clerk to provide Bob Bickley with a key to pocket park

No action has been made on reinstating the markers for the Town Well. Clerk to chase **ACTION : CLERK**

The litterpick took place on 7th April and several members of the public came to help . Thanks to all those who helped. A great deal of rubbish was removed and has been collected by CDC

The condition of Heyford Road is extremely bad and was commented on by those helping with the litterpick. Clerk continues to report problems to OCC and will continue to speak to Cliff Monger (local highways rep) to ensure action. Clerk is pursuing a personal claim for damage to her car due to a large pothole on Heyford Road.

04.13.06 Website - The website minutes were received and approved

04.13.07 Meetings - No meetings had been attended. The annual meeting of SAPC will be held on 20th May at 7pm in the committee room. Clerk to insert advert in SAL and on the website. Coffee and biscuits to be provided.

04.13.08 Play Area - The play area continues to attract a great many visitors and Ryan is doing an excellent job maintaining the area. He has started digging up the gravel path in order to clean it up. He suggested planting small conifers in the two concrete tubs and herbs in the other planters, and create a flower garden at the back of the MUGA. He has removed the broken basketball nets which were considered dangerous. Mrs Mason to provide him with stain, sandpaper etc to refurbish the picnic tables . Trevor Stewart has quoted £450 to re-lay new matting on the mound and will supply sand and bark, attend to the trampoline and the zipwire seat. Clerk to ask John White to turn on the water supply to the water supply now that danger of freezing has passed. **ACTION : CLERK/MM**

04.13.09 Village Hall - Concreting around the emergency exit and by the notice board will be carried out during building works to prevent water pooling.

Children using skateboards and scooters continue to be nuisance and causing damage to the steps despite being told not to. Notices to be placed in appropriate areas. **ACTION : CLERK**

The Viridor grant of £40K has been secured and a building regulations application submitted by Martin Lipson. Viridor require a charge to be secured on the building and the Trustees have agreed this charge can be transferred to the parish Council. The charge requires the building to remain as a community building and in the event that it does not the grant will be repayable.. A Deed of Variation on the lease is required , which needs to be done by a Solicitor and ratified by the Land Registry. Mr. Kewley proposed and Mr. Preston seconded that Mrs Mason instruct Lesley Pollock of Henman Freeth LLP to proceed with legalities of securing a charge on the building. **ACTION : MM**

A start date for building work is likely to be the end of May

04.13.10 - Sycamore Stone - Mr. Kewley reported that an alternative sculptor, Bernard Johnson, had been found and his price was considerably less than the original quote. The estimated cost is £2,500 and nearly £1000 has already been raised. If Mr. Johnson is commissioned it is likely that the stone could be positioned in Spring 2014

ACTION : MM/DK

04.13.11 Toilets/Cleaner - Julia Joyce had reported to the Clerk that the toilet was in need of some new paintwork. Clerk to get quotes for the work

ACTION: CLERK

04.13.12 - Correspondence - Correspondence lists were circulated and discussed

04.13.13 Planning

13/00279/F Mr. Stephen Ward, Giles Yard, South Side - Change of use to light commercial

13/0089/TCA Dr Radcliffes School - Tree work

12/01709/LB Grange Cottage - **APPROVED**

04.13.14 Affordable Housing - It has been agreed that 2 low level bollards be provided for lighting which will be maintained by Sovereign. The play area to be provided is still under discussion but it has been agreed that it should be aimed at a younger age group that originally suggested. The play area will be maintained by Sovereign. It will be suggested that Trevor Steward might quote for providing the equipment. The name for the development put forward to CDC is **CONEGAR FIELDS**

04.13.15 Finance - It was **RESOLVED** to accept the following Accounts for payment :

Cheque No	Payee	Detail	Amount £
200629	Viking Direct	Shredder/Lever Arch file	39.65
200630	John White	Electricity monitor	40.72
200631	S&R	Hire for 1st Responders	10.00
200632	VOID		
200633	AON	Insurance	3038.90
200634	Cathy Fleet	Clerk Salary	217.82
200635	Ryan Kilby	Playground maintenance	156.98
200636	Julia Joyce	Toilet cleaning	160.00
200637	Cathy Fleet	Clerk expenses	20.0
200638	Stirland Electrical	monitor installation	45.00

Clerk reported that a VAT claim was in progress and that upon receipt of an up to date bank statement accounts will be prepared and submitted for audit, initially by Helen White and then BDO.

Clerk reported that the recent HMRC requirement for real time reporting were cost and time prohibitive and suggested using the services of John Haron . Mr. Preston proposed and Mr. Kewley seconded that Clerk should get written confirmation of Mr. Haron's charges which are likely to be £56 p.a. and to instruct him to act for SAPC

ACTION: CLERK

AOB - There was discussion of the possibility, raised by the Cricket Club with the S & R Committee, of creating a cricket pitch on Robinsons Close.

Date of next meeting :20th May 2013 to be preceded by the Annual meeting
The meeting closed at 10.02

Signed Mrs M Mason Date